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## In the spotlight: the Infrastructure Management Committee

The first meeting of the LRSC's new Infrastructure Management Committee was held in Green Bay on October 2, 2002, at the WisDOT District 3 office. The committee was formed this fall to provide leadership on issues related to managing street and road investments. Bill Handlos, Past Chair of the LRSC and Director of Public Works for the City of Manitowoc, is the chair of the new committee. Initial members of the committee include:

**Bill Handlos (Chair),**  
Director of Public Works,  
City of Manitowoc

**Dale Hexom,**  
Director of Public Works,  
City of Wisconsin Rapids

**Steve Pudloski,** UW-Transportation  
Information Center

**Dick Leffler,** Highway Commissioner,  
Florence County

**Bob Wagner,** WisDOT District 4  
in Wisconsin Rapids

**Mary Forlenza,** WisDOT Central  
Office and LRSC Staff Chair

**Joe Nestler,** WisDOT  
Central Office

**Steve Coons,** WisDOT  
Central Office

At the meeting, the Committee developed a proposed work plan outlining the topics and priorities to be addressed in the coming months. These issues included:

1. Maintain awareness of the biennial pavement condition-rating requirement with municipalities and counties so there is no future slippage on local compliance.

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*Rick Jones, Council Chair,  
Commissioner of Public  
Works, City of Racine*



*Tom Carlsen, Secretary,  
Wisconsin Department  
of Transportation*

## Message from the Council Chair

Someone once said, "Time flies when you're having fun," and it seems just like yesterday that I assumed the Chairmanship of the Local Roads and Streets Council from Bill Handlos. This January, I will in turn, hand the gavel over to Don Kush, who will lead the Council during the next two years. Don, in his full-time capacity, is a Senior Planner with the West Central Wisconsin Regional Planning Commission. Don's expertise in transportation will provide the council with the strong leadership necessary to address the difficult issues facing our transportation system.

As I look back on the last two years as council Chair, we enjoyed great success but also experienced frustration with issues that the Council will continue to address in the future. Obviously, the successful participation of 99% of all local governments in gathering and providing pavement rating data to the state and implementation of the WISLR program were the highlights of the last two years.

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## Message from WisDOT Secretary Tom Carlsen

Addressing Wisconsin's long-range transportation needs, especially during this challenging budgetary period, requires the collective input of all our partners including the Local Roads and Streets Council (LRSC) and other state and local officials. It's my sincere hope that all interested citizens will get involved in creation of our state's next multi-modal transportation plan—"Connections 2030"—and help us develop a "blueprint" to guide Wisconsin's transportation future over the next several decades. Stay tuned. There will be numerous opportunities over upcoming months to participate in development of this comprehensive transportation plan.

And as we look ahead to the challenges of a new year, it's vital that the LRSC continues to play an active role in building upon the valuable partnership that's been

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## In the spotlight

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2. Provide outreach on how the Wisconsin Information System for Local Roads (WISLR) and other resources can assist in meeting the accounting requirements in GASB 34.
3. Analyze how General Transportation Aids can deliver baseline funds to pay for the “Badger Birthright” level of service that all Wisconsin citizens expect.
4. Identify communities that have good pavement condition ratings and low levels of transportation investments. Collect maintenance and improvement strategies from these local units of government and portray these activities in a best management practices book.
5. Identify shared-use practices and related savings for communities that share maintenance and construction equipment.
6. Create a policy statement and recommendations on the multiple uses and access to rights-of-way by utility companies. The policy statement and recommendations should be forwarded through the LRSC to the WisDOT Secretary. A panel discussion with representatives from WisDOT, the Wisconsin League of Municipalities and the Public Service Commission may also be proposed for a future LRSC meeting.
7. Create an archival system to track WISLR information and develop a framework for a local road needs study.

The committee will continue to work on these items during the following meetings scheduled in 2003: February 5, April 9, June 11, August 6, October 8 and December 10. Meetings will be held in the WisDOT District Three office in Green Bay. Please contact WisDOT's Janice Watzke at [janice.watzke@dot.state.wi.us](mailto:janice.watzke@dot.state.wi.us) or (608) 266-9497 to confirm meeting dates and locations.

## Annual LRIP audits completed

The Wisconsin Department of Transportation conducted the annual program audit of projects funded through the Local Roads Improvement Program (LRIP) in September and October. The audits are meant to monitor compliance with LRIP regulations including Wisconsin Statute 86.31, Administrative Rule Trans 206, and policies set forth in the LRIP Informational Packet. The audits, called for in Trans 206(15)(d), consist of a review of project files at the county highway department along with a field inspection of each project with the county highway commissioner.

This year, WisDOT audited a 10% sample of closed projects from the 2000–2001 program cycle. The 87 projects consisted of road and bridge improvements funded with entitlement dollars from the Town Road Improvement Program (TRIP), the Municipal Street Improvement Program (MSIP) and the County Highway Improvement Program (CHIP) and discretionary funding from the town road (TRIP-D), municipal street (MSIP-D) and county highway (CHIP-D) components of the LRIP. The following counties were selected for audit in 2002:

- Burnett
- Crawford
- Dane
- Door
- Douglas
- Kenosha
- La Crosse
- Langlade
- Outagamie
- St. Croix
- Vilas
- Waukesha
- Waushara
- Wood

The file review is performed to ensure that county highway departments have received proper documentation on each LRIP project from the local community. As a reminder, highway commissioners and LRIP recipients are required to keep copies of the following documents in their files for at least eight years:

- Transportation Improvement Plan
- Project Application
- Project location map

- Project Application Checklist
- Completed State/Municipal Agreement
- Advertisement for bids
- Bid award/rejection notices and/or dated board minutes verifying bid awards/rejections
- Engineering certification, if applicable
- Completed Request for reimbursement Form
- Contractor invoices

The audit also monitors compliance with the policies and procedures that govern the Local Roads Improvement Program. Some of the major policies include, but are not limited to:

- Each community must have a Transportation Improvement Plan, which must be at least a two year plan for towns and at least a five year plan for villages, cities and counties. The LRIP project must be identified for improvement in the plan.
- A community must have a completed (e.g. signed by the local unit of government and WisDOT) *State/Municipal Agreement* in hand **prior** to awarding a contract.
- Bids must be advertised during two consecutive weeks and include a statement that it is a Local Roads Improvement Program project. Communities are encouraged to use an “Affidavit of Publication” or “Proof of Publication” to document the advertisement since these typically include a copy of the ad along with advertisement dates.
- Engineer certifications signifying a 10-year design life are required for projects with a total LRIP cost over \$50,000. *The LRIP Informational Packet* includes boilerplate language for these certifications.
- The local unit of government must pay the contractor in full **prior** to requesting LRIP funds through the Request for Reimbursement Form.

The field inspection portion of the audit evaluates two compliance issues:

- The project must be built to the specifications identified in the *State/Municipal Agreement*.

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## WisDOT launches new Web site

Providing a wide variety of transportation-related information in a convenient, fully accessible and user-friendly format is the goal of the recently redesigned Wisconsin Department of Transportation (WisDOT) Web site: [www.dot.wisconsin.gov](http://www.dot.wisconsin.gov)

While the former WisDOT Web site was largely organized based on agency structure, the “driving force” behind the newly redesigned site is the needs of the Web visitor. Main components of the new site include sections on Drivers and Vehicles, Safety and Consumer Protection, Travel, Plans and Projects, State Patrol, and Doing Business. “Modal” buttons at the bottom of the home page such as “Air,” “Cars,” “Bus/transit,” and “Waterways” directly connect Web browsers to a variety of information on their transportation mode of choice.

In addition, an all-new “Programs for Local Government” section highlights programs WisDOT administers in conjunction with our federal, state and local government partners. Here you’ll find background information on each program, a contact person, and where appropriate, application forms.

### Be thinking about linking

And there are other ways local governments can use information on the new WisDOT Web site. Many municipalities either have or are planning their own Web site. WisDOT encourages local governments to link to appropriate portions of the WisDOT Web site. Such links are mutually beneficial because they help us reach our customers, while allowing citizens to use their local government Internet sites as ‘portals’ for all their government information needs, state and local. Examples of WisDOT Web pages that may serve as useful links on municipal sites include:

- Division of Motor Vehicle service centers: [www.dot.wisconsin.gov/about/locate/dmv/scmap.htm](http://www.dot.wisconsin.gov/about/locate/dmv/scmap.htm)
- License plate renewal, including online renewal: [www.dot.wisconsin.gov/drivers/vehicles/renew/index.htm](http://www.dot.wisconsin.gov/drivers/vehicles/renew/index.htm)

- County roadmaps: [www.dot.wisconsin.gov/travel/maps/county.htm](http://www.dot.wisconsin.gov/travel/maps/county.htm)
- Winter road condition report: [www.dot.wisconsin.gov/travel/road/winter-roads.htm](http://www.dot.wisconsin.gov/travel/road/winter-roads.htm)
- Work zone and detour information: [www.dot.wisconsin.gov/travel/road/workzones.htm](http://www.dot.wisconsin.gov/travel/road/workzones.htm)
- Seatbelt safety: [www.dot.wisconsin.gov/safety/vehicle/seatbelt/index.htm](http://www.dot.wisconsin.gov/safety/vehicle/seatbelt/index.htm)
- Teen driving (Graduated Drivers License): [www.dot.wisconsin.gov/drivers/drivers/gdl/index.htm](http://www.dot.wisconsin.gov/drivers/drivers/gdl/index.htm)
- Milwaukee-area driving conditions: [www.dot.wisconsin.gov/travel/milwaukee/index.htm](http://www.dot.wisconsin.gov/travel/milwaukee/index.htm)

Maintaining and improving Wisconsin’s top-notch transportation network requires continued cooperation among federal, state and local officials, other groups and citizens. We think you’ll find WisDOT’s new Web site will serve as a useful “link” in connecting the department with our local partners to advance initiatives that build upon Wisconsin’s transportation and economic foundation.

### A closer look at the “Programs for Local Government” site

A “Highways and bridges” page focuses on programs such as General Transportation Aids, the Local Roads Improvement Program, Local Bridge Improvement Assistance and the STP Urban and Rural Improvement Programs. These are programs that can enhance not only highways and bridges, but also bicycle and pedestrian facilities. Additionally, programs that broaden the scope of transportation such as Local Transportation Enhancements, STP-Discretionary and the Congestion Mitigation and Air Quality program are also highlighted.

A “Public transportation” segment features programs that can support local bus and shared-ride taxi services. These programs include the successful and growing Wisconsin Employment and Transportation Assistance Program (WETAP) that connects lower income workers with jobs, and the Transportation Employment and Mobility (TEAM) program.

An “Other aid” page details several popular and well-established WisDOT programs such as Adopt-A-Highway, Rustic Roads and the Transportation Economic Assistance (TEA) program.

Other portions of the “Programs for Local Government” site feature the role and activities of the Local Roads and Streets Council (LRSC), the Secretary’s Committee on Local Program Streamlining (SCOLPS) and the Wisconsin Information System for Local Roads (WISLR).

Overall, the “Programs for Local Government” site provides municipal officials, community groups and citizens a “one-stop shopping” location on the wide variety of WisDOT-administered efforts that enhance our comprehensive transportation network and boost our state’s economy.





## WISLR is up and running!

The Wisconsin Information System for Local Roads (WISLR), the data system on local roads across the state, is up and running. You can review inventory data including the number of lanes, type of shoulder and functional classification on each road. Pavement information is also stored in WISLR including pavement types, widths and conditions. You can also print maps and reports based on the data in WISLR.

1. To gain access to WISLR, go to the Wisconsin Department of Administration Web site: <https://on.wisconsin.gov>

Select Self-registration.

Create an ID and password

2. Go to WISLR: <https://trust.dot.state.wi.us/wislr/>

Enter your ID, password and answer a few questions. WISLR privileges will be assigned and a confirmation e-mail will be sent to you.

3. Once the confirmation e-mail has been sent to you and your access has been established, return to WISLR at this address: <https://trust.dot.state.wi.us/wislr/>

There is more information on WISLR at the Wisconsin Department of Transportation Web site: <https://www.dot.wisconsin.gov/localgov/wislr/index.htm>

Be on the look out for notices on WISLR training sessions that will be held in the spring of 2003! You can also send your e-mail questions on WISLR to [wislrinfo@dot.state.wi.us](mailto:wislrinfo@dot.state.wi.us)

## Council Chair Message

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It is always gratifying to receive recognition for the successful implementation of a program. However, in this case, the concept of a statewide local road database began with the inception of the LRSC under the leadership of Emmer Shields. And the true success of the program was due to a large number of persons including all members of the Council, various Regional Planning Commissions, County Highway Commissioners, the UW-Transportation Information Center and, of course, the Wisconsin Department of Transportation, especially Joe Nestler and his staff.

I am also very pleased with our efforts to communicate with the transportation community. The first LRSC newsletter was published in the spring of 2001. These quarterly publications are important in communicating our progress to improve transportation in Wisconsin.

During my tenure, two issues were left unresolved which will provide a challenge not only for the Council but also for the entire transportation community to solve. First, we need to address the funding crisis. The documented needs of the transportation system far exceed our current revenue sources. Although current political rhetoric continues to promise no new taxes, the reality is that in order to promote a strong state economy, new sources of funding or enhancements to the existing sources must be instituted to meet our transportation system needs.

Secondly, we need to find a faster, more cost effective means to successfully implement transportation projects. Depending on funding sources, the myriad of rules and regulations apply equally whether we are building a freeway or a bike path. We all need to let common sense play a role in determining the level of regulation necessary relative to each project.

Finally, I would like to thank Mary Forlenza, Rod Clark and Scott Bush, Wisconsin Department of Transportation staff members assisting the Council, for their expertise and assistance, without which the Council's efforts would be greatly diminished.

## Annual LRIP audits

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➤ Unless there has been an approved exception, roadway projects must be built to the minimum road specifications governing the LRIP program. Road standards are identified in Trans 204 (Existing Town Road Improvement Standards), Trans 205 (County Trunk Highway Standards) and the WisDOT Facilities Development Manual 11-20-1 (design standards for MSIP and MSIP-D projects).

At the conclusion to each audit, WisDOT writes a letter to the local unit of government informing them of the audit findings. A copy of this letter is also sent to the county highway commissioner. Letters inform communities about compliance, program violations and/or missing documentation. Local units of government are then given 30 days to provide the missing documentation to WisDOT and the county highway commissioner.

Please contact Scott Bush, WisDOT at [scott.bush@dot.state.wi.us](mailto:scott.bush@dot.state.wi.us) or (608) 266-0254 for questions on the LRIP audits. For questions on LRIP requirements, please contact WisDOT's Maria Cole (formerly Maria Thompson) at [maria.cole@dot.state.wi.us](mailto:maria.cole@dot.state.wi.us) or (608) 264-7336 or WisDOT's Janice Watzke at [janice.watzke@dot.state.wi.us](mailto:janice.watzke@dot.state.wi.us) or (608) 266-9497.

## 2005-2007 local federal improvement programs kick-off

WisDOT will be soliciting projects for the upcoming STP-Urban, STP-Rural and Local Bridge Programs beginning in early 2003. Transportation district offices will be contacting metropolitan planning organizations (MPO's) and small urban areas for the STP-Urban program, and county highway commissioners for the STP-Rural and Local Bridge programs. WisDOT approval of all three programs will be completed by late summer of 2003.

## Secretary Message

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established between local governments and WisDOT. Through ongoing dialogue, we can identify common concerns, and develop workable solutions that address our mutual needs. I share, and deeply appreciate your commitment to the quality of Wisconsin's transportation system, and encourage the council to continue its important work that serves to strengthen our local roads system and our state's overall economy.

## Thanks for your hard work!

The November 6, 2002 meeting of the Local Roads and Streets Council was the last council meeting for several long time members. Council members were presented with a plaque of appreciation from WisDOT Secretary Tom Carlsen. Members stepping down from the council include:

- **Tom Boguszewski**, Rock County Highway Commissioner (Wisconsin Counties Association)
- **Mildred Beier**, Town of Beaver Dam, Dodge County (Wisconsin Towns Association)
- **Carl Weber**, City of Green Bay (Wisconsin Alliance of Cities)
- **Gary Boden**, City of Whitewater (League of Wisconsin Municipalities)

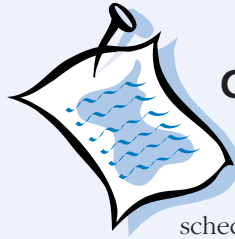
The Local Roads and Streets Council also welcomes the following new members to the council beginning in January and looks forward to their contributions:

- **Chet Zurawik**, Milwaukee County (Wisconsin Counties Association)
- **Edward Brown**, Juneau County (Wisconsin Counties Association)
- **Arlyn Helm**, Town of Springbrook, Washburn County (Wisconsin Towns Association)

**Please e-mail the council with your questions at**  
[lrsc@dot.state.wi.us](mailto:lrsc@dot.state.wi.us)  
**or directly contact:**

**Don Kush**, Council Chair  
 (715) 836-2918  
[dkush@charter.net](mailto:dkush@charter.net)

**Mary Forlenza**, WisDOT Staff Chair  
 (608) 264-8724  
[mary.forlenza@dot.state.wi.us](mailto:mary.forlenza@dot.state.wi.us)



## Calendar of events

**Local Roads and Streets Council meetings** are held every other month in the Wisconsin Rapids city council chambers beginning at 10 a.m. The meeting schedule for 2003 is: January 8, March 5, May 7, July 9, September 10 and November 5. Interested people are invited to attend council meetings. Various LRSC Committee meetings are also typically held every other month in locations around the state. Please contact WisDOT's Janice Watzke at [janice.watzke@dot.state.wi.us](mailto:janice.watzke@dot.state.wi.us) or (608) 266-9497 to confirm meeting dates and times.

**January 13–17 & 22–24, 2003: One day Basic Work Zone Traffic Control workshops** provided by the University of Wisconsin Transportation Information Center at seven sites across the state.

**January 16, 2003: Local Government Center WisLine (formerly ETN) Teleconference Series, Road Design Standards**

**January 27–29, 2003: Wisconsin County Highway Association Winter Conference**, Holiday Inn, Stevens Point.

**February 10–14 & 17–18, 2003: One day Highway Safety workshops** provided by the University of Wisconsin Transportation Information Center at seven sites across the state.

**February 13, 2003: Local Government Center WisLine (formerly ETN) Teleconference Series, Local Transportation Funding**

**February 25–26, 2003: TDA Fly-In to Washington, D.C.** For registration forms, please contact the Transportation Development Association at (608) 256-7044 or visit [www.tdawisconsin.org](http://www.tdawisconsin.org)

**March 13, 2003: Local Government Center WisLine (formerly ETN) Teleconference Series, Solving Subgrade Problems**

**March 13–14 & 17–21, 2003: One day Road Maintenance workshops** provided by the University of Wisconsin Transportation Information Center at seven sites across the state.

**June 2–5, 2003: Wisconsin County Highway Association Summer Conference**, Kalahari Resort, Wisconsin Dells.

## Electronic newsletter



**Just a reminder that the Local Roads and Streets Council newsletter is now available exclusively in an electronic format.** The newsletter is being sent out via e-mail to the addresses we have on file in our newsletter distribution list. The newsletter is also available on the Internet through the WisDOT Web site at [www.dot.wisconsin.gov/localgov/lrsc/newsletters.htm](http://www.dot.wisconsin.gov/localgov/lrsc/newsletters.htm)

Copies of previous issues of the newsletter are also available on the Internet. To add or change e-mail addresses in the newsletter distribution list, please contact the Local Roads and Streets Council via e-mail at [lrsc@dot.state.wi.us](mailto:lrsc@dot.state.wi.us) or contact WisDOT's Janice Watzke at [janice.watzke@dot.state.wi.us](mailto:janice.watzke@dot.state.wi.us) or (608) 266-9497.